

INSTRUCTIONS FOR COMPLETING THE LS APPLICATION

Applications will not be processed if instructions are not followed.

1. ALL APPLICATIONS MUST BE TYPED!
2. Enclose a photograph of yourself taken within the last six months.
3. A signed and notarized copy of the Rules of Professional Conduct must be included with your application.
4. References must complete forms using a typewriter or scanner. If these are not available, ask them to print clearly with a ball point pen.
5. Complete the experience sheets fully –Board Members are not familiar with your work, so your experience must be judged and evaluated on the information you provide. Be as detailed, concise, and complete as possible. Please account for all time after the age of 18 or high school graduation.
6. FEES (ALL PAYMENTS ARE NON-REFUNDABLE, UNLESS WAIVED BY BOARD ACTION)

Make check payable to: PE & PLS Fund.

PRINCIPALS & PRACTICE OF LAND SURVEYING APPLICATION: \$75

RECIPROCAL/COMITY APPLICATION: \$200

PRINCIPALS & PRACTICE OF LAND SURVEYING EXAM (P & PLS): \$115

ARKANSAS TWO (2) HOUR LAW EXAM: \$10

Examination fees may be submitted after you have been accepted into the examination. You will have 15 days to forward the fees to the Board. In all instances examination fees must be paid before the examination date.

7. If you have attended any secondary educational institutions or correspondence courses, include a transcript from each institute or correspondence course being submitted.
8. Reciprocal applicants are required to take a two (2) hour Arkansas Law Exam. When your application has been approved by the Board, you will be notified of the time and place.
9. Examinations are given in APRIL and OCTOBER:
Applications to be considered for the APRIL exam must be in the Board's Office complete by FEBRUARY 1st. (This includes all five (5) references and verifications).
Applications to be considered for the OCTOBER Exam must be in the Board's Office complete by AUGUST 1st. (This includes all five (5) references and verifications).
10. It is the responsibility of the applicant to forward all references and verification forms to the appropriate parties. Please feel free to call the AR Board if you would like to check the status of your application. As soon as you are licensed, your name will appear on our roster at our website.
11. If you want to overnight your application, our physical address is 410 West Third St., Ste 110, Little Rock, AR, 72201. Please don't forget to give the delivery company our phone number (501-682-2824).

IMPORTANT: Information received after the deadline will be placed in the file and the application will be retained until the next testing date. Feel free to call if you wish to check on the status of your application.

General Requirements for Registration & Certification

**May be viewed on
our website: www.state.ar.us/pels/
Under State Laws and Rules
Article 8**

Land Surveyor Intern's in Arkansas

Please disregard the Board Verification Form, we verify your Fundamentals of Land Surveying Exam. The Board verification form is for those who are not Arkansas Land Surveyor Intern's.

Reciprocal Applicants

If you have a National Council Record, please request that your record be transmitted to Arkansas. Then disregard these forms:

Verification of College

Verification of FLS & P&PLS Exams

Experience Sheets
(You may have no more that 4 (four) updates)

References

(Arkansas requires 5 (five) references that are less than one year old. Please call NCEES, 864-654-6824, to make sure your references are within the current year. References not included in your NCEES Council Record must use Arkansas' Reference Form)